Office of the County Clerk

David Orr, Cook County Clerk

December 9, 2010

Dear Local Election Official:

On April 5, 2011, the Consolidated Election will be conducted throughout suburban Cook County. As the local election official for your jurisdiction, it is your responsibility to certify all candidates to the Cook County Clerk's office by Thursday, January 27, 2011.

E-Certification Tool – Certificate of Ballot
All local election officials are expected to complete the Certificate of Ballot online by using the E-Certification Tool, which is located on the front page of the Elections page on the Cook County Clerk's website, www.cookcountyclerk.com.

By using the E-Certification Tool you will be able to enter your candidates and referenda questions directly into a database, and edit and print out a Certificate of Ballot with all candidate and office information already filled in. You will then simply sign the Certificate and send it to our office. Please refer to the attached E-Certification Instructions for step-by-step instructions on how to certify your candidates and referenda questions online.

Certificate of Ballot Deadlines
A copy of the Unofficial Certificate of Ballot should be faxed on Tuesday, December 21, 2010 to the attention of Colleen Gleason. The fax number is 312-603-9783.

A copy of the Official Certificate of Ballot must be received (by fax, mail or email) by 5:00 pm, Thursday, January 27, 2011.

Remember: after filing your Certificate of Ballot online you must still print out an Unofficial and an Official Certificate of Ballot, and sign and return each copy to the Cook County Clerk.

Referenda Questions
All referenda questions should be certified online using the E-Certification Tool. For resolutions/ordinances which are passed by your governing board, remember to send our office a copy of the resolution/ordinance for proofing purposes. The deadline to certify referenda questions is Thursday, February 3, 2011.

If a petition-initiated referendum question is filed with you, attach a photocopy of the first signature page of the petition to the official copy of the Certificate of Ballot and mail it to us so that the precise wording can be taken directly from that document.

69 West Washington, 5th Floor, Chicago, Illinois 60602
Voice: Main Office 312-603-5656, **Elections** 312-603-0906, **Ethics & Campaign Disclosure** 312-603-0907
Fax: Main Office 312-603-9788, **Elections** 312-603-9786, **Ethics & Campaign Disclosure** 312-603-9787
TDD: 312-603-0902, **E-Mail:** dorr@cookctyclerk.com; **Web:** www.cookctyclerk.com

Objections
The last day for objections to be filed against candidates is Tuesday, December 28, 2010. We understand that if objections are filed and hearings need to be held, it may not be possible for you to have decisions by the January 27 certification date. Therefore, we ask that you note on the candidate information screen on the E-Certification Tool which candidates have objections pending against them by clicking on "yes" in the Objection Pending box.

Please keep our office informed as to the disposition of any litigation by contacting Colleen Gleason at colleen.gleason@cookcountyil.gov or 312-603-1127.

Electoral Boards
Local Electoral Boards must complete work by Friday, February 4, 2011 in order to ensure that ballots will be ready for Early Voting which begins on March 14, 2011. Failure to adhere to this deadline will undermine your voters' timely access to early voting and absentee ballots.

If your electoral board orders a records examination, please contact Yolanda Ticey at 312-603-0920 or yolanda.ticey@cookcountyil.gov to schedule the exam.

Canvassing Results
The Cook County Clerk's office is responsible for conducting the canvass. Election night vote totals will be available online on the Cook County Clerk's website, www.cookcountyclerk.com. Local election officials will be able to download an Abstract of Votes after the canvass is completed on Tuesday, April 26, 2011.

If you have any questions, please contact Colleen Gleason at 312-603-1127 or email her at colleen.gleason@cookcountyil.gov.

Sincerely,

David Orr
Cook County Clerk

Jan A. Kralovec
Director of Elections

Attachment

Important Dates for the April 5, 2011 Consolidated Election

Monday, December 13, 2010
First day for filing original nomination papers in the office of the local election official for independent and new political party candidates in municipalities; nonpartisan candidates for municipal libraries, park districts, public library districts, school boards, community college boards, regional boards of school trustee and fire protection districts.

Monday, December 20, 2010
Last day for filing original nomination papers in the office of the local election official for independent and new political party candidates in municipalities; nonpartisan candidates for municipal libraries, park districts, public library districts, school boards, community college boards, regional boards of school trustee and fire protection districts.

Last day for filing a Statement of Economic Interest with the county clerk and receipt of such statement with the local election official where the nomination papers were originally filed.

Tuesday, December 21, 2010
Unofficial copy of Certificate of Ballot should be faxed to Colleen Gleason at the County Clerk's Office at 312-603-9783.

Tuesday, December 28, 2010
Last day to file objections to candidates whose nomination papers were filed between December 13 and December 20. Objections are filed in the same office where the nomination papers were filed.

Last day for an individual who has filed for two or more incompatible offices to withdraw from all but one of the offices.

Wednesday, December 29, 2011
Last day lottery shall be conducted by the local election official when two or more petitions are received simultaneously for the same office by more than one new political party candidate, or by more than one independent candidate, or by more than one nonpartisan candidate, as of the opening hour of the filing period.

Monday, January 3, 2011
Last day for filing petitions for referenda for the submission of questions of public policy.

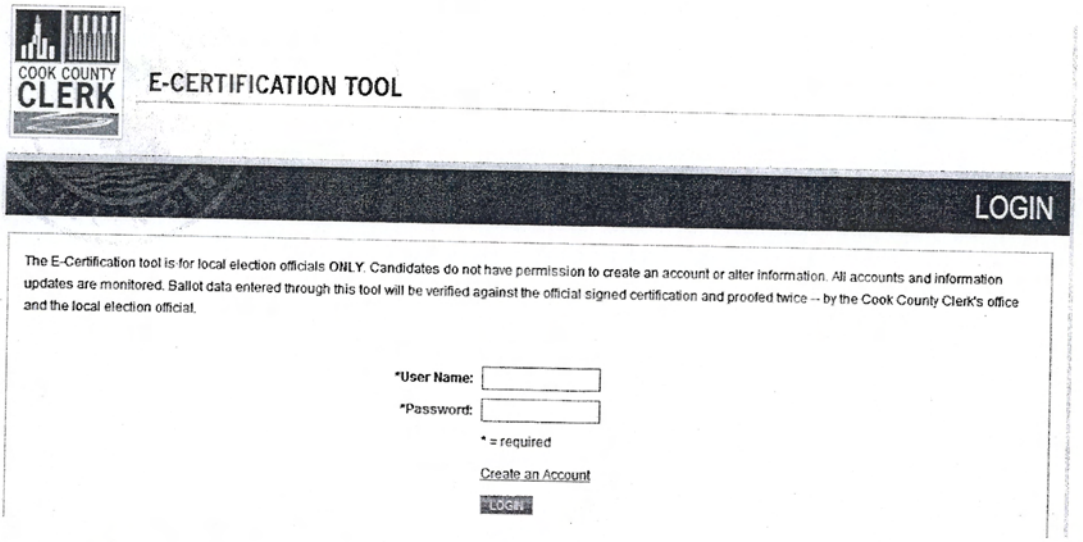
Monday, January 10, 2011
Date on which Municipal Caucus must be held (in municipalities with a population under 5,000) which have established parties.

Last day for filing objections to petitions for referenda for the submission of questions of public policy.

E-Certification Instructions:

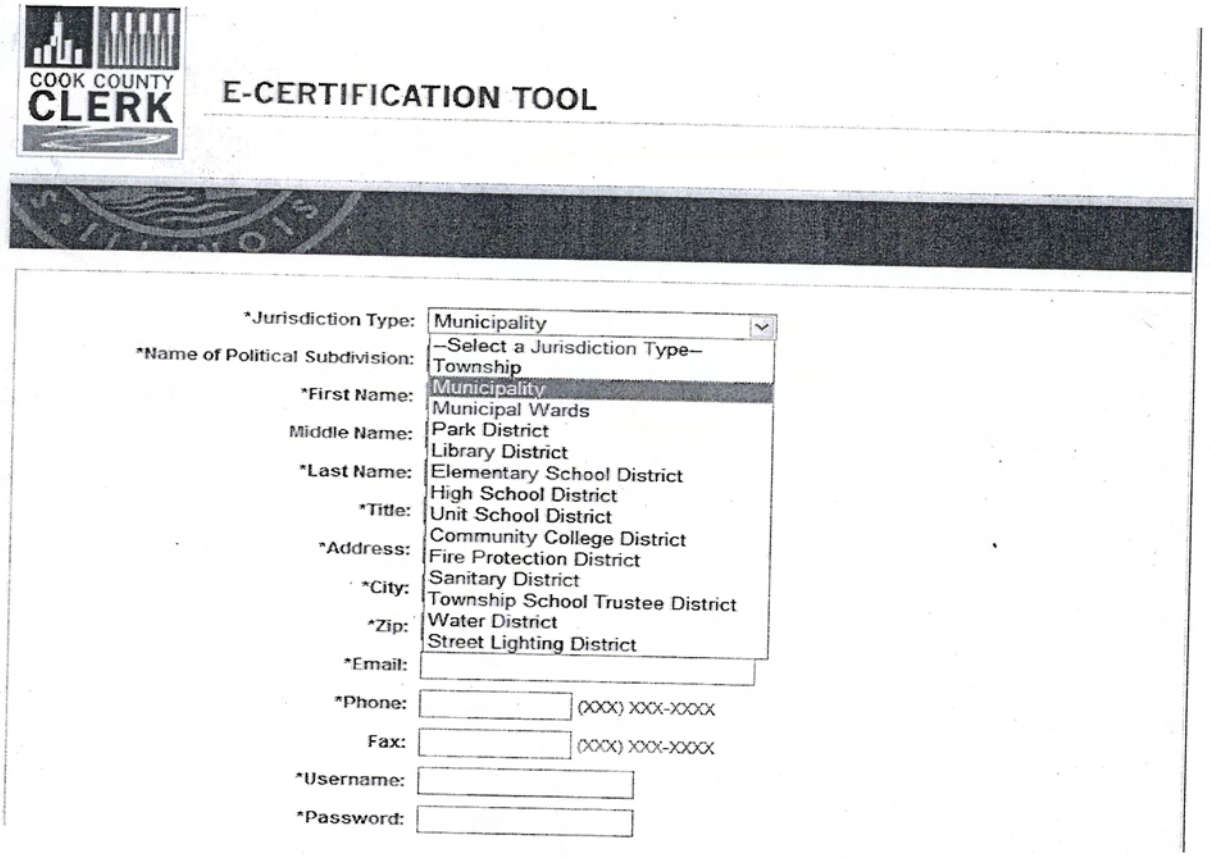
Visit **www.cookcountyclerk.com** and click the "E-Certification Tool" link which is located on the Elections Page on the left side menu.

Click on "Create an Account."

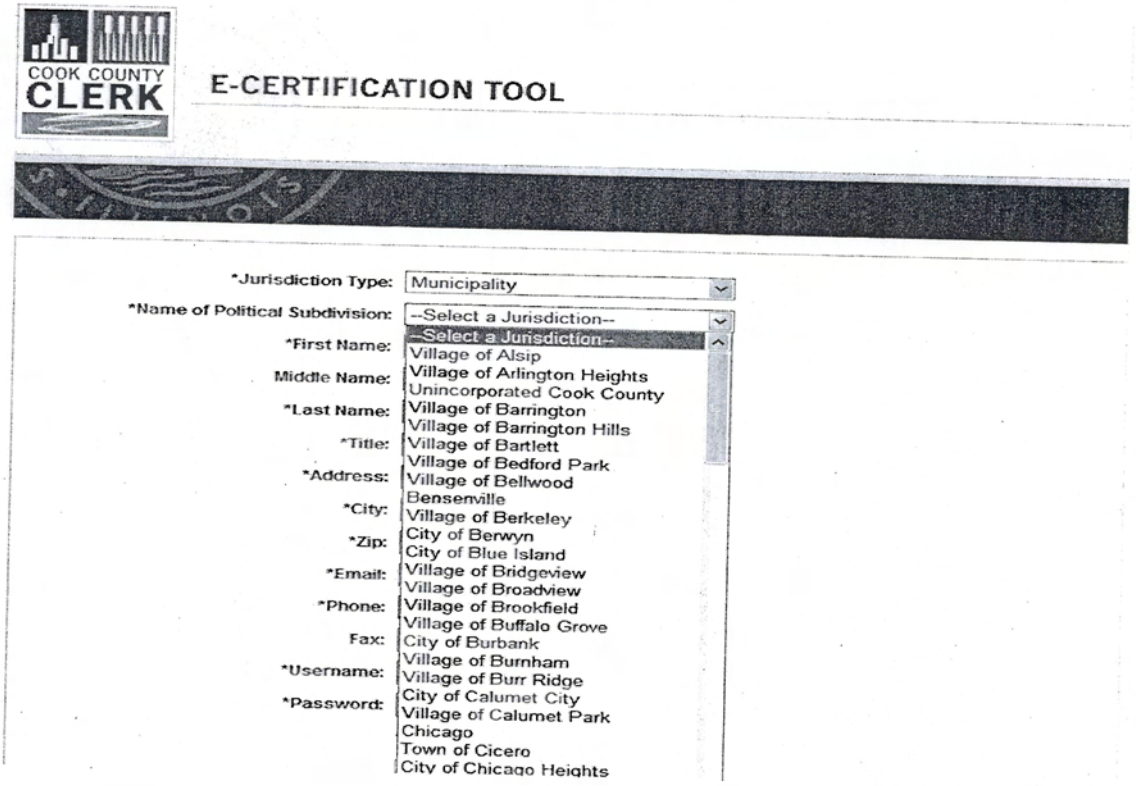


Creating an Account

Find the Jurisdiction Type you are responsible for from the dropdown list.



Local Election Official's Account Screen



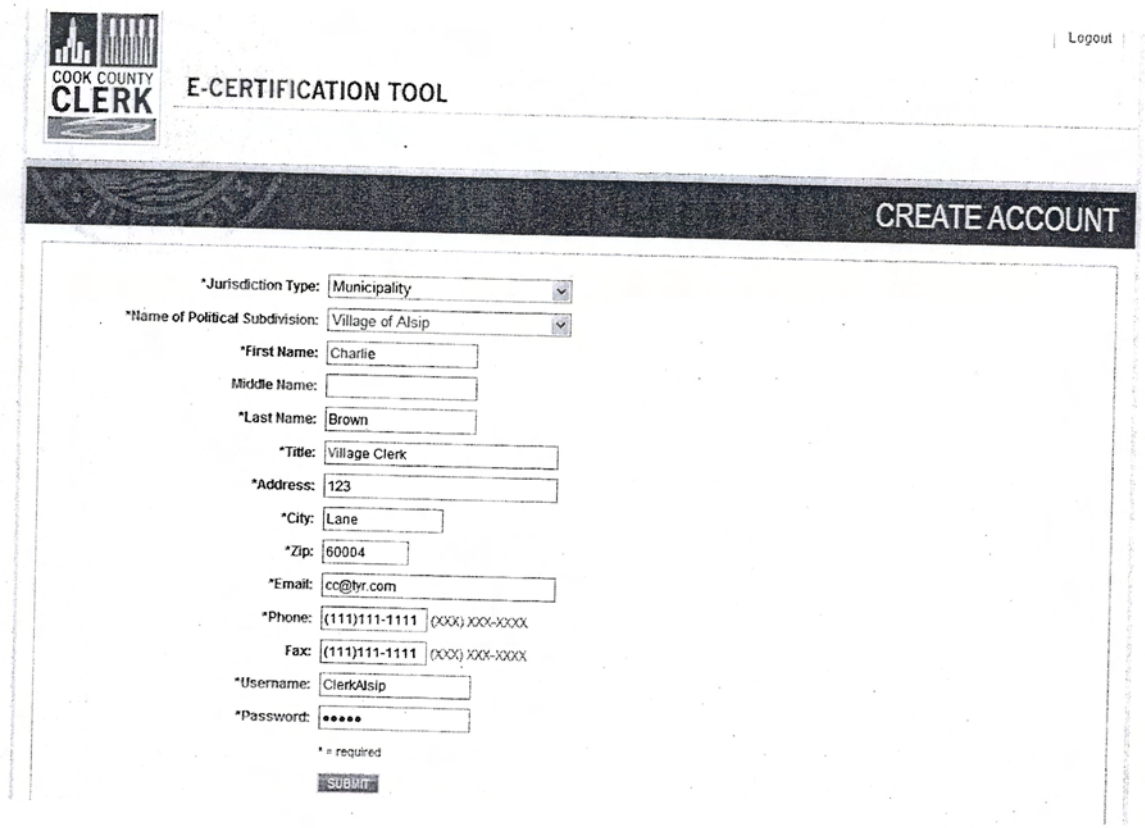
The information entered on this page must be that of the local election official.

Only one account may be created for a political subdivision. The only exception is for districts with wards.

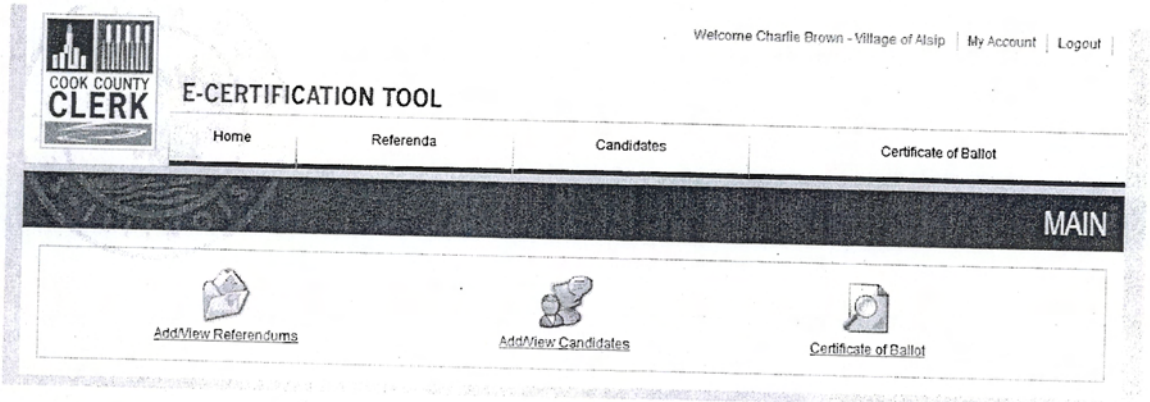
Please fill in every field with complete information. **Note:** You must complete the fields which indicate *required.

- Jurisdiction Type: Select from dropdown list (municipality, park, school, etc)
- Name of Political Subdivision (Village of Alsip)
- Title: Local election official's title, for example Clerk or Board Secretary
- Username: Create a username that you will remember, i.e. SueSD149
- Password: Create a password that you will remember, i.e. SD149

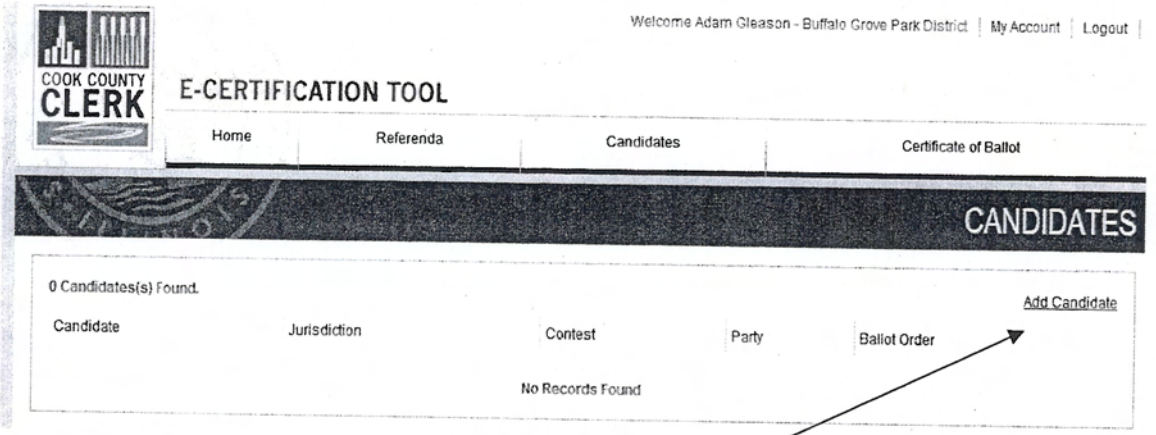
Once all the information is entered, click the "Submit" button.



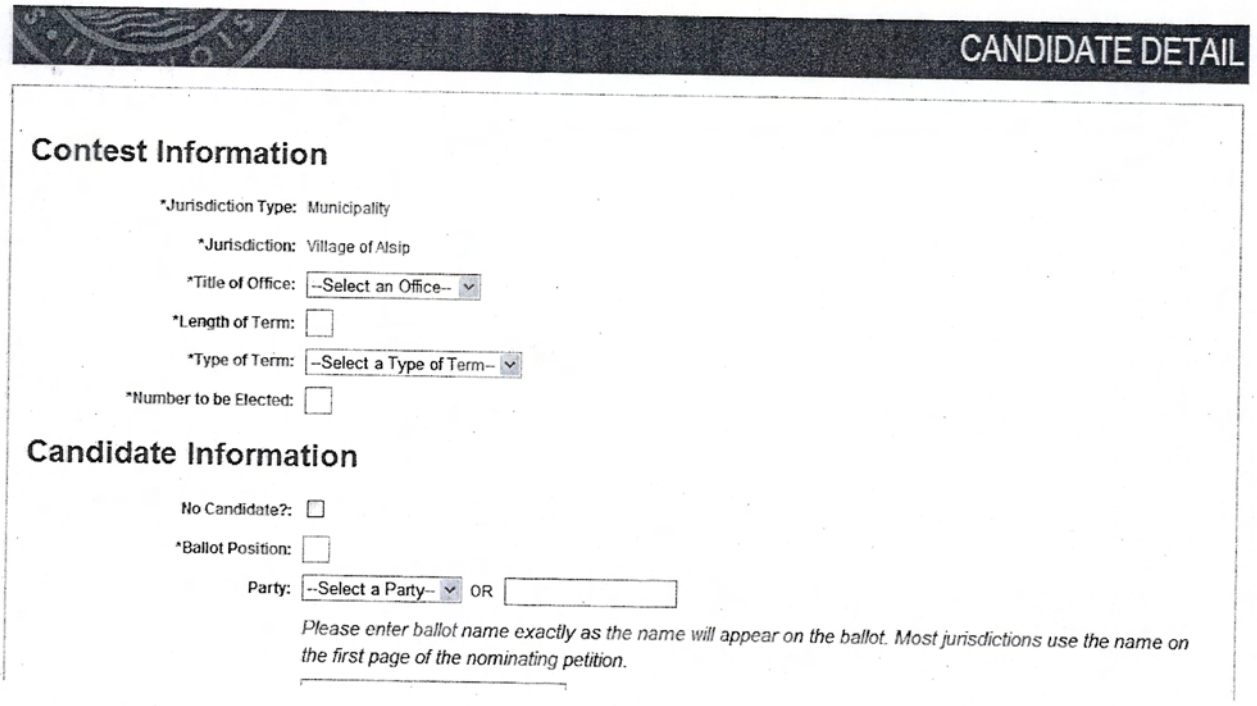
Candidate Entry



- **Click on the "Add/View Candidates" icon**



- **Click "Add Candidate" to begin.**



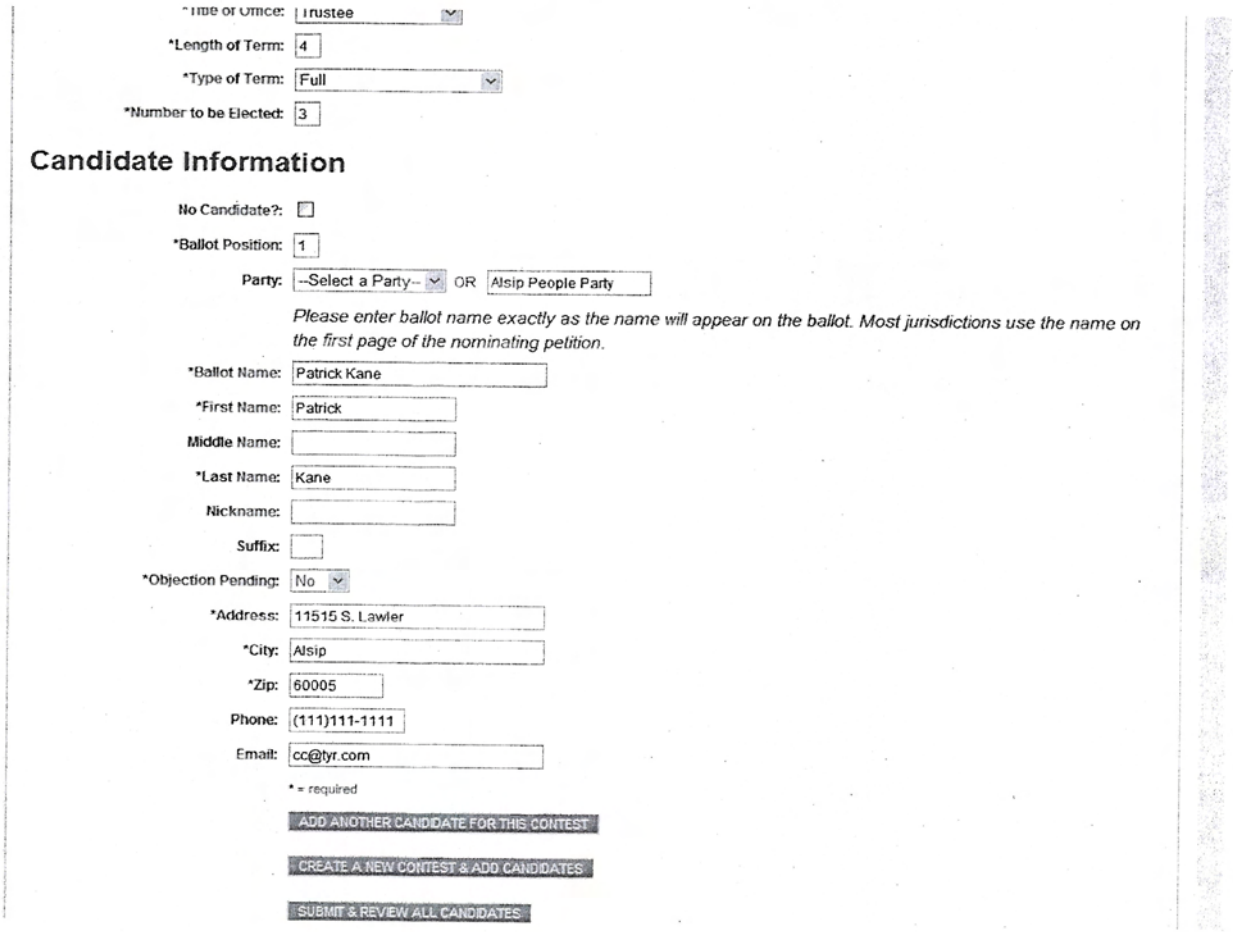
Add Contest Information

The Jurisdiction Type and Jurisdiction will already be populated from the information you provided when you created the account.

- **Title of Office:** select the office title from the dropdown list. The dropdown list should contain only titles appropriate for your type of government.
- **Length of Term:** enter the number of years of the term, for example 4-Year Term.
- **Type of Term:** enter whether the term is full or unexpired.
- **Number to be Elected:** number of people to be elected, for example Vote for 3.

Enter the Candidate Information

- **No Candidate:** check this box if no candidates filed for an office. Note: you must create an office with No Candidate for every office that is open regardless of whether anybody filed for the office.
- **Ballot Position:** this is the order in which candidates' names will appear in a given contest and it may change after the lottery (this is not a public ballot number).
- **Party:** enter the party name or Independent for independent candidates. You do not have to enter nonpartisan for nonpartisan candidates.

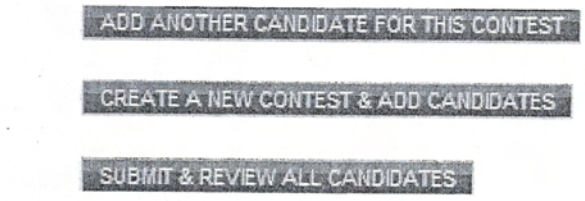


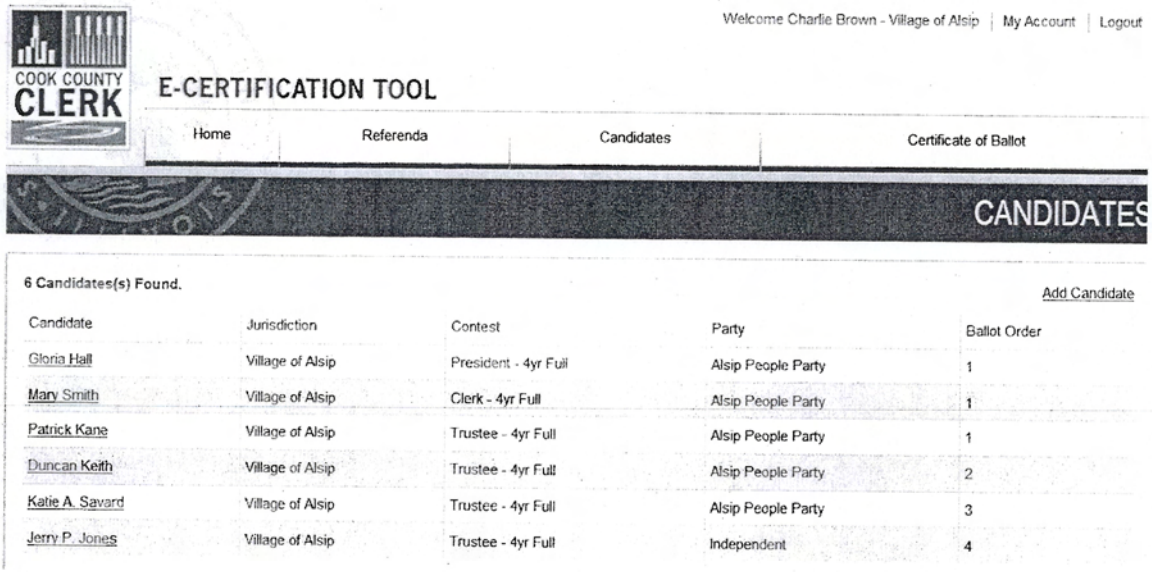
- **Ballot Name:** enter the candidate's name exactly as it will appear on the ballot, including nickname and middle initial. Please do not use all capital letters. Most jurisdictions use the candidates' names that are listed on the first page of the nomination petitions. THIS IS THE NAME THAT WILL BE LISTED ON THE BALLOT!
- **Objection Pending:** if an objection was filed against a candidate, select "yes"
- **Phone Number & Email Address:** These are necessary if we need to reach the candidate.

If you want to add another candidate for the same contest: click on "**Add Another Candidate for this Contest**"

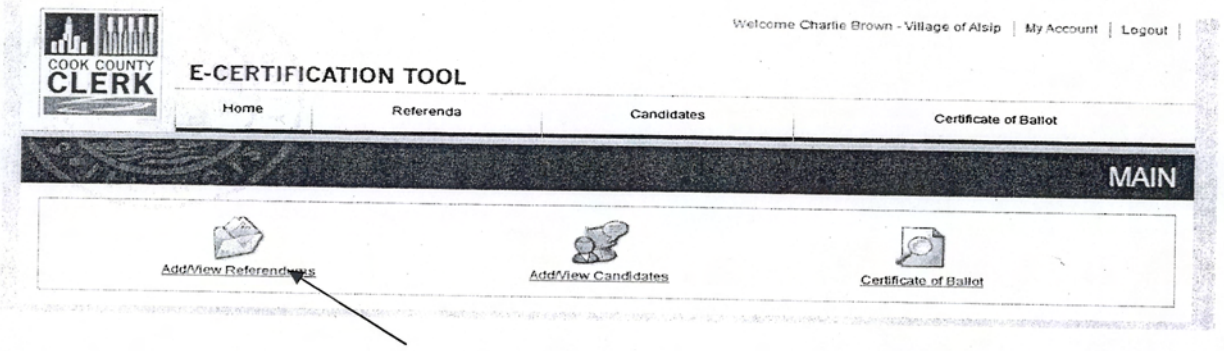
If you want to create a new contest: click on "**Create a New Contest & Add Candidates**"

If you want to review all candidates: "**Click on Submit & Review All Candidates**"

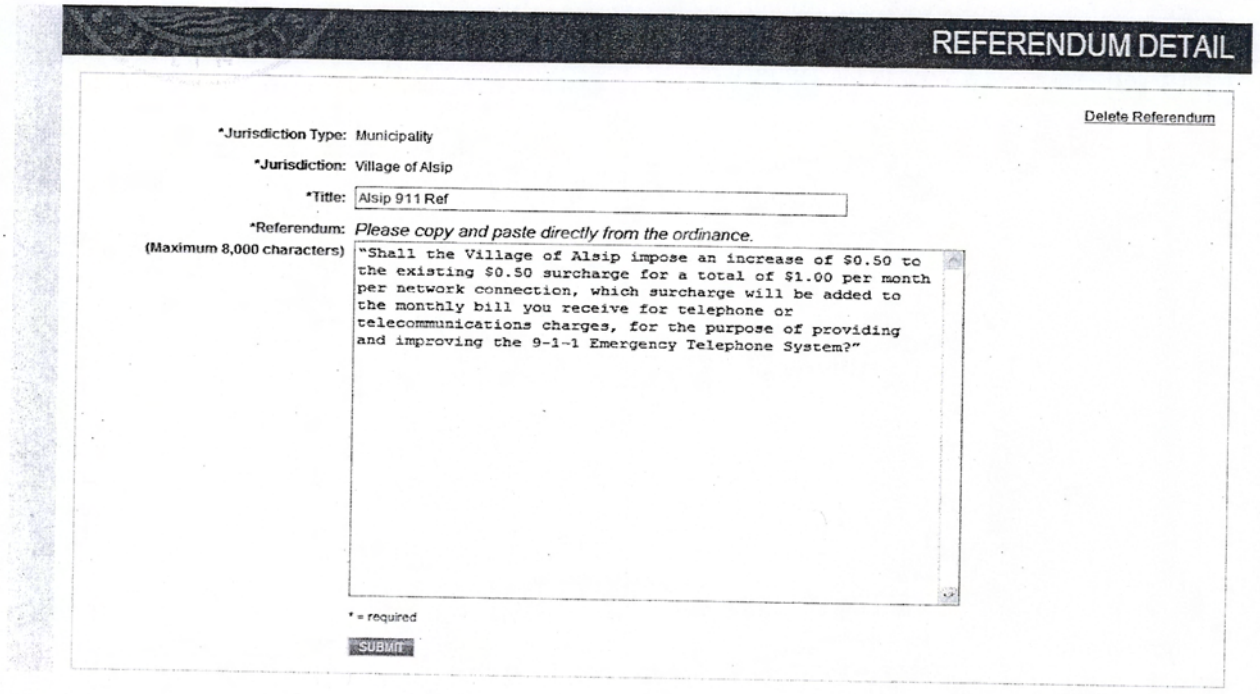




Adding Referenda Questions



Click on the "Add/View Referendums" icon to access the referendum screen

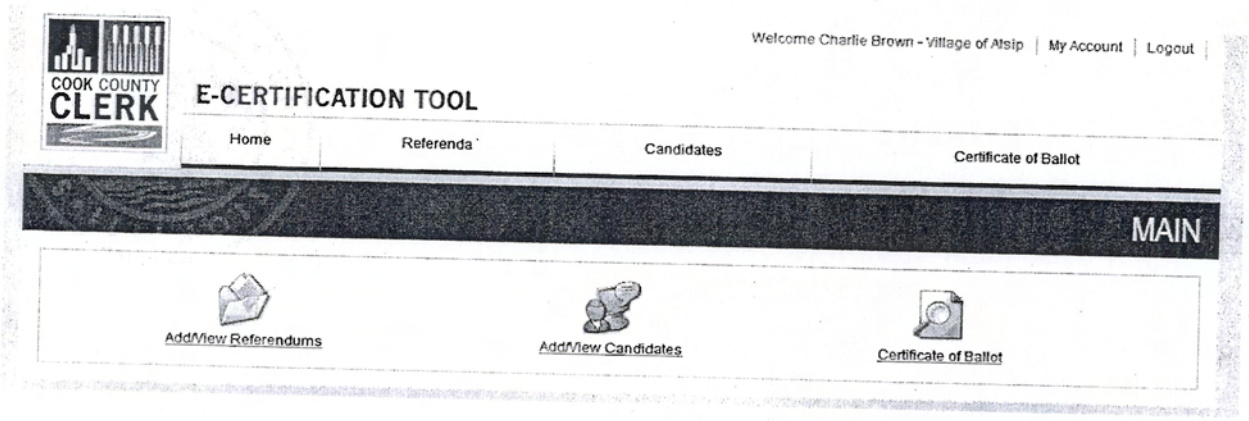


For each referendum question you must:

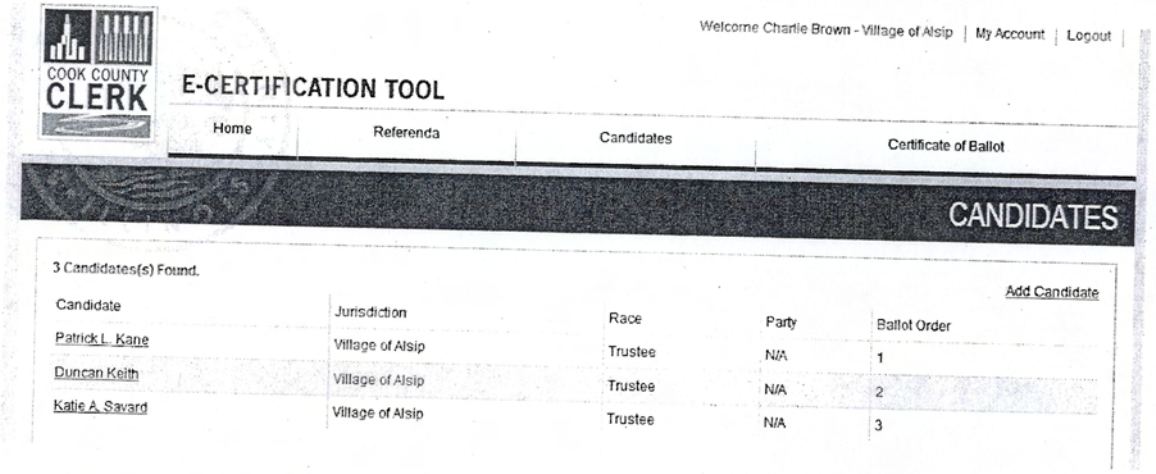
- Click on "Add Referendum" to add a referendum question.
- Add a short title. Use something that indicates the topic of the question and contains the jurisdiction name, for example. School District 42 – Increase Limiting Rate."
- Enter the question into the box.
- Try to Copy and paste the information directly from another proofed source such as the actual resolution creating the question. This is the data we will use to generate the proof so be careful when entering the question.
- Click the "Submit" button.

To add an additional referendum, click on "Add Referendum"

Completing the Certification and Creating a Certificate of Ballot



- Once all data is submitted you can view it in summary by clicking the candidate tab. A view of a sample jurisdiction's candidates is listed below.



Certificate of Ballot

- If all data is correct, click on "Certificate of Ballot" link, print the certificate, review the information, **sign the certificate** and send it to the Clerk's office no later than the dates listed on the Certificate of Ballot. Please remember to sign the Certificate of Ballot, a certificate will not be accepted without a signature.
- Please fax an unofficial copy to the number listed on the certificate, 312-603-9783 on Tuesday, December 21 (prior to the Objection period).
- The Official Certification of Ballot is due on Thursday, January 27 by 5:00 pm.
- The last day to certify a referendum question is Thursday, February 3 by 5:00 p.m., if you have the question earlier; please send it to us so we can create a proof.

Sample Certificate of Ballot

OFFICIAL UNOFFICIAL

CERTIFICATE OF BALLOT
FOR APRIL 05, 2011 CONSOLIDATED ELECTION

I, the undersigned, Local Election Official for Village of Alsip do hereby state that this Certificate of Ballot is a true and correct listing of all candidates and/referenda in the order that they are to appear on the Official Ballot at the Consolidated Election to be held on Tuesday, April 5, 2011.

NAME: Charlie Brown TITLE: Village Clerk
ADDRESS: 123 CITY: Lane ZIP: 60004
TELEPHONE: (111)111-1111 FAX: (111)111-1111
EMAIL: cc@tyr.com SIGNATURE: Charlie Brown

Ballot Position	Title of Office	Party (if applicable)	Candidate's Ballot Name/Address/Phone	Term of Office 1)# of Years 2) Full or unexpired	Number To Be Elected
1	President	Alsip People Party	Gloria Hall 1027 Richard Alsip, 60005 (111)111-1111 cc@tyr.com	1) 4 2) Full	1
1	Clerk	Alsip People Party	Mary Smith 123 E. 147 Alsip, 60004 (111)111-1111 cc@tyr.com	1) 4 2) Full	1
1	Trustee	Alsip People Party	Patrick Kane 11515 S. Lawler Alsip, 60005 (111)111-1111 cc@tyr.com	1) 4 2) Full	3
2	Trustee	Alsip People Party	Duncan Keith 123 Kostner Alsip, 60025 (111)111-1111 cc@tyr.com	1) 4 2) Full	3
3	Trustee	Alsip People Party	Katie A. Savard 1027 W. Vermont, #C5 Alsip, 60068 (111)111-1111 cc@tyr.com	1) 4 2) Full	3
4	Trustee	Independent	Jerry P. Jones 1140 Home Alsip, 60004 (111)111-1111 cc@tyr.com	1) 4 2) Full	3

Referendum No. 1	Alsip 911 Ref "Shall the Village of Alsip impose an increase of $0.50 to the existing $0.50 surcharge for a total of $1.00 per month per network connection, which surcharge will be added to the monthly bill you receive for telephone or telecommunications charges, for the purpose of providing and improving the 9-1-1 Emergency Telephone System?"

Unofficial Certificate of Ballot
Please fax a copy of this form containing the unofficial list of candidates on Tuesday, December 21st (prior to the objection period) to 312-603-9783.

Official Certificate of Ballot
The Official Certificate of Ballot must be received by the Cook County Clerk no later than 5 p.m. on Thursday, January 27. Referendum questions need to be certified on or before Thursday, February 3

The certificate can be faxed to 312-603-9783 or mailed to:
Colleen Gleason, Cook County Clerk's Office
69 West Washington, Room 500
Chicago IL 60602

Important Information about E-Certification

Candidate and Referenda Question Certification

All local election officials must use the E-Certification Tool to certify candidates. We will no longer mail blank Certificates of Ballot to local election officials'. If you district is going to have a referendum question on the ballot, please use the E-Certification Tool to send us the exact language of the referendum question or email the language to colleen.gleason@cookcountyil.gov (no pdf's, we are not able to retype the data, we can only copy and paste the data).

E-Certification Dates

The E-Certification Tool will be available to local election officials from Monday, December 13 until Friday, January 28. At 5:00 PM on Friday, January 28, the E-Certification Tool will be closed and local election officials will no longer be able to edit their Certificate of Ballot online. After January 28, all ballot changes should be emailed to Colleen Gleason, colleen.gleason@cookcountyil.gov. All ballot changes or updates must be requested in writing, no changes will be made over the telephone.

If Your Jurisdiction Has Wards

If your jurisdiction has wards for alderman, councilman or park district, you will have to create a username and password for each ward. For example, Des Plaines Alderman Ward 1. Create a user name like DesPlaines1 for Ward 1, DesPlaines2 for Ward 2 and keep the same password.

No Candidate Filed

All offices for which there is a vacancy should be included on the certification form regardless of whether any candidates have filed nomination papers for that office. If no candidates have filed for a particular office, simply indicate that on the candidate filing screen by checking the "No Candidate" box and adding the term and the number to be elected.

Ballot Proofs

Ballot proofs will be sent to all local election officials after the certification period. When you receive your ballot proof, please pay close attention to the spelling of candidates' names, terms, and the number to be elected. It is the local election official's responsibility to verify the information on the proof.

If you have any questions, feel free to contact our support staff:

Support Staff

Colleen Gleason 312-603-1127 – Questions about candidate certification, referendum certification or general information
Colleen.gleason@cookcountyil.gov

Susan House 312-603-1124 – Technical Problems with the E-Certification Tool
susan.house@cookcountyil.gov